

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, May 9, 2011

CALL TO ORDER. Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: Steve Reiman, Karen Hagerott, Harley Meiners, Matt Blocker, Christina Peterson, and Argus Reporter Charlie Warner.

AGENDA APPROVAL. A motion was made by Member Lemke, seconded by Member Murphy, to approve the agenda with the following additions: Ball Field Improvement Project Update and Advertisement for Additional Part-time Police Officer. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Member Fisch, seconded by Member Lemke, to approve the consent agenda. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, April 25, 2011, as presented.

B. APPLICATION FOR EXEMPT PERMIT: CALEDONIA LIONS. To approve an application for exempt permit for the Caledonia Lions on May 2, 2011 at Good Times Restaurant. City Clerk/Administrator Feely informed the City Council that she signed the application prior to it being approved by the City Council on the basis that an identical request was approved the prior year, and the fact that the form was dropped off late in the afternoon, unbeknown to Feely, the day of the April 25 City Council meeting. Consequently, it was not included in the April 25 City Council packet, and since the event was scheduled to take place prior to the May 9 City Council meeting, the application was signed.

VISITORS AND COMMUNICATIONS.

A. CALEDONIA ROTARY REQUEST FOR TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE. Steve Reiman was present on behalf of Caledonia Rotary to request an on-sale intoxicating liquor license to sell strong beer at the Houston County Fairgrounds on July 9, 2011. Reiman explained that Rotary is hosting their second annual Brewfest from 1:00 p.m.-5:00 p.m. in the Commercial Building at the Houston County Fairgrounds on Saturday, July 9, 2011. A motion was made by Member Fisch, seconded by Member Murphy, to approve a temporary on-sale intoxicating liquor license for the Caledonia Rotary on July 9, 2011 at the Houston County Fairgrounds. All members present voted in favor and the motion was declared carried.

B. UTILITY AGREEMENT DISCUSSION. City Clerk/Administrator Feely shared that discussion took place at the April 25 City Council meeting regarding taking under advisement the following concerns raised by approximately four property owners: (1) Utility deposit is too large; (2) Allow prospective utility customers to pay utility deposit in two equal installments; and (3) Add language to the Utility Agreement –Owner document specifically stating that the property owner will receive a copy of any delinquent notices sent out to their tenants. Feely

went on to explain that since that time, she and City Attorney Tim Murphy met to review the Utility Agreement for Property Owners. City Attorney Murphy went on to explain the changes regarding the Services Agreement – Owner document. City Attorney Murphy explained that the new language is underlined whereas the omitted language is marked with a strikethrough line.

CITY OF CALEDONIA
SERVICES AGREEMENT – OWNER

THIS AGREEMENT, Made upon execution by “Owner” (which term shall include Owner’s agent or representative) and the City of Caledonia (“City”).

WHEREAS, the City Council of the City of Caledonia deems it necessary to insure the orderly and timely collection of accounts payable to the City of Caledonia for all City services, including without limitation, electrical, sewage, water and such other municipal services as the City may provide from time to time; and,

WHEREAS, the owner desires that services be provided to the property described herein and to the tenants of same,

NOW, THEREFORE, In consideration of the mutual promises and covenants contained herein, the parties agree as follows:

SECTION 1: Definitions.

- a. Lessor. The term “lessor” shall include any person or entity who leases space to another in any building owned by lessor.
- b. Lessee. The term “lessee” shall include any person or entity who leases space from another as user or occupant of the premises, to include present lessee and any and all lessees in the future or otherwise use lessor’s premises.
- c. Lease. The term “lease” shall include any arrangement whereby the owner of a building receives consideration, whether in cash, services, or other form, from the user or occupant of the premises or otherwise allows a third party to use lessor’s premises.
- d. Owner. The term “owner” shall include any person or entity which has the title to the lease premises, whether the title is subject to mortgage, contract for deed, lien or other encumbrance.

SECTION 2: Owner’s Liability. In consideration of the City of Caledonia providing services to the premises, owner hereby agrees to pay for all such services. In the event the premises are leased to tenant, or otherwise used by third party tenant, the City may, upon a tenant’s request, bill the tenant for said services; provided, however, that City’s agreement to bill a tenant shall not release, discharge or otherwise absolve owner for liability for payment for any services in the event of default by any tenant. Owner acknowledges and agrees that City’s billing of any tenant is for owner’s convenience. Execution of any agreement between City and a tenant relating to payment for services provided to the premises shall not diminish, impair or otherwise discharge owner’s liability for payment as the primary obligor under this agreement. The City shall have no obligation to make demand upon or commence legal action against lessee prior to demanding payment from lessor.

For purposes of the agreement, the premises is located at the following address:

Address: _____
_____ Caledonia, MN 55921

SECTION 3: ~~Accounts Payable Without Notice.~~ Notice of Delinquent Account. All accounts for services shall be payable on or before the due dates stated in such billing. ~~Owner understands and agrees that it is the owner’s responsibility to determine the status of the account for each service provided to the above-described premises. The City assumes no obligation to provide owner with notice of delinquent accounts and owners expressly waives any claim or right to such notice. The City shall provide Lessee and Lessor with a copy of all delinquent account notices. Prior to certification to Houston County Auditor for collection, the City shall provide Lessor with a 30 day written notice of intention to certify for collection. The City, prior to commencing legal action against Lessor shall provide Lessee and Lessor with all delinquent notices for payment. The City shall have no obligation to commence legal against Lessee prior to demanding payment or commencing legal action against Lessor.~~

SECTION 4: Costs of Collection. In the event of a default by a tenant or by owner, the City may seek all costs incurred by the City to collect the amount due, including but not limited to reasonable attorney’s fees. City shall have the right to pursue such rights and remedies, as the City deems appropriate, in its sole discretion.

SECTION 5: Certification. In addition to, and not in lieu of, any other right or remedy under this agreement, in the event of a default in the payment for services and failure by owner to cure after due notice as provided in Section 3 herein, City in its sole discretion, may certify the delinquency or default to the Houston County Auditor for collection with taxes upon the premises.

SECTION 6: Interchangeable Terms. References to gender shall not be exclusive. Where appropriate, specific reference to feminine, masculine and neuter may be read to include the others. Where appropriate the singular may be read to include the plural and vice versa.

SECTION 7: Binding Effect. This agreement shall bind the parties hereto, their legal representatives, heirs, successors and assigns.

IN WITNESS WHEREOF, Each party has hereunto set his or her hand this _____ day of _____, 20____.

Member Fisch asked Feely to review the results of the survey she put together using Survey Monkey. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Fisch, to approve the revised utility policy, as presented. All members present voted in favor and the

motion was declared carried. Discussion then ensued regarding allowing new utility customers to pay their utility deposit in two equal installments as well as when the deposit should be refunded. A motion was made by Mayor Burns, seconded by Member Lemke, to allow new utility customers to pay their utility deposit in two equal installments with the deposit being refunded after twelve months of consecutive timely payments. For those utility customers in which a late payment is made, the deposit will not be refunded until 24 consecutive months of timely payment from the date of the late payment has passed. All members present voted in favor and the motion was declared carried.

C. ADMINISTRATIVE COORDINATOR TOPICS.

1. 410 NORTH PINE. Administrative Coordinator Gerardy shared that the property owner located at 410 North Pine Street was seeking permission to remove a section of sidewalk that is not connected to another sidewalk. Gerardy stated that the sidewalk is in poor condition and noted that because of the way it's sloped, it collects water and doesn't serve any purpose. Mayor Burns stated that he was concerned with setting a precedent by approving the request as there may be other properties around town that will want to eliminate their sidewalk so as to avoid costs associated with maintenance. Gerardy stated that the difference with this sidewalk is that it is located along an alley and not on a City street. Gerardy went on to point out that because it is below the grade of the road, it is an area that collects water. It was noted that the water drainage would greatly improve if the sidewalk were taken out. Gerardy recommended granting an easement so that the sidewalk could be removed. Mayor Burns stated that he would be okay with the recommendation so long as some type of striping could be placed along the north side of the alley marking it as a walking area. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Fisch, to approve the easement to remove the sidewalk and to place pedestrian striping along the north side of the alley. All members present voted in favor and the motion was declared carried.

2. NORTH PINE LIFT STATION. Administrative Coordinator Gerardy shared that the proposed lift station site is contingent upon St. John's Lutheran accepting the offer for \$1,000.00. The consensus was that no action be taken until the offer is received from St. John's Lutheran.

3. MNDOT DETOUR. Administrative Coordinator Gerardy shared that there will be a detour going through town using County Road 5 and County Road 3 for the Highway 44 detour versus the previously planned City 12 and Old Highway 44 Road. Gerardy noted that City Electrician Blocker would work with someone from MnDOT to program the stop lights. It was noted that there will be an 80 second stop light cycle during the detour, with 60 seconds for those at East and West Main and 20 seconds for those at North and South Kingston. The peak times will be 7:00 a.m.-9:00 a.m. and 3:00 p.m.-6:00 p.m. For all other times, the stop light cycle will return to normal. Gerardy anticipated the detour to be in place for approximately 30 days.

4. BALL FIELD PROJECT UPDATE. Administrative Coordinator Gerardy provided an update with respect to the ball field project. Gerardy stated that Brent Schroeder will be hired to come in and help grade the field. Mayor Burns emphasized that there can be no tractor dragging on the infield as the product will mostly be applied by hand. Member Murphy shared that he received a complaint from a property owner adjacent to the field that shared concerns with the dust from the field and questioned why sod was not applied. Mayor Burns explained that a twelve member committee chose the infield product and that the individual with the complaint was invited to participate in this committee but did not attend a meeting.

D. COMMUNICATIONS.

1. Letter from Southeastern Minnesota Historic Bluff Country.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick, to approve the Prepaid Claims List for April 2011. All members present voted in favor and the motion was declared carried.

League of MN Cities	Registration Fee	199.00
Northern Beverage Distribution	Liquor Store Inventory	1,345.00
Schott Distributing Co, Inc.	Liquor Store Inventory	2,635.30
Spring Grove Soda Pop	Liquor Store Inventory	43.00
Business Financial Planning	Cafeteria Plan	396.91
Buttell's Lighting	Bulbs	320.62
Caledonia True Value	Miscellaneous Items	2,042.38
City of Caledonia Emp. Assn.	Association Dues	70.00
Commissioner of Revenue	State Withholding	1,315.96
Franciscan Skemp Healthcare	Ambulance – HSAED Cards	75.00
Houston County Auditor	TIF District Annual Fee	558.05
ING Institutional Plan Services	TSA Payday 4-19-11	580.00
Jack Neumann Trucking	Liquor – Freight Expense	48.00
Merchants Bank	Federal/FICA/Medicare	6,420.84
Minnesota NCPERS Life Ins.	NCPERS Life Insurance	80.00
MN Benefit Association	MBA payday 4-19-11	114.41
Paustis & Sons Wine Company	Liquor Store Inventory	483.25
Public Emp. Retirement Assn.	PERA Payday 4-19-11	5,568.50
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Wirtz Beverage Minnesota	Liquor Store Inventory	2,511.80
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	16.63
E O Johnson Company	Clerk's Office – Copier Agreement	111.00
Petty Cash	Replenish Petty Cash	73.60
Franciscan Skemp Healthcare	AED Cards – Ambulance	95.00
Northern Beverage Distribution	Liquor Store Inventory	1,228.10
Resco	Light – Inventory	2,574.39
Schott Distributing Co, Inc.	Liquor Store Inventory	5,749.48
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	110.80
Tri-State Ambulance, Inc.	Intercept Fee	250.00
Verizon Wireless	Ambulance – Communication Expense	60.36
Caledonia Conv. & Tourism	Tourism	559.55
G & F Distributing	Liquor Store Inventory	457.00
Gavin, Mike	Animal Control – Rent, Misc.	75.00
Houston County Treasurer	Ho. Co. Collection Site	3,342.50
Jack Neumann Trucking	Liquor – Freight Expense	92.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	2,367.06
Phillips Wine & Spirits	Liquor Store Inventory	622.47
Riverland Community College	FD – Training	15.00
Verizon Wireless	Police – Communication Expense	106.25
Caledonia Bakery	Annual Refresher – Misc.	35.10
Coulee Region Sports League	Rec Park – Summer 2011 League	325.00
O'Heron, Carrie	Reimburse Shelter Rent	42.75
E.D & City	Meter Deposit Refund	126.15
Faulks Brothers Construction	Ball Park – Infield Mix	17,843.59
R.H. & City	Meter Deposit Refund	125.42

J.I. & City	Meter Deposit Refund	125.16
MN Dept. of Revenue	Sales/Use Tax	16,211.00
Northern Beverage Distribution	Liquor Store Inventory	1,380.65
M.O. & City	Meter Deposit Refund	125.56
Richard's Sanitation	Recycling Collections	6,479.55
Schott Distributing Co, Inc.	Liquor Store Inventory	2,636.40
Southern Wine & Spirits of MN	Liquor Store Inventory	1,262.82
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	141.25
VISA	Travel Expense, Ink Carts, Truck 91	1,229.86
Ace Link Telecommunications	Communication Expense	1,231.75
Business Financial Planning	Cafeteria Plan	396.91
Caledonia Police Association	PD Association Dues	75.00
Commissioner of Revenue	State Withholding	1,518.30
Franciscan Skemp Healthcare	2 AED Cards	65.00
ING Institutional Plan Services	TSA Payday 5-3-11	580.00
Kraus Oil Co., Inc.	Unleaded	2,073.75
Merchants Bank	Federal/FICA/Medicare	7,696.05
Principal Life	Life/Ad&d/STD	563.34
Public Emp. Retirement Assn.	PERA Payday 5-3-11	6,340.88
Tri-State Ambulance	Intercept Fee	250.00
Uniforms Unlimited	PD – Uniforms	123.00
Blue Cross Blue Shield of MN	Health Insurance	26,097.00
Caledonia Conv. & Tourism	Tourism	29.36
MN Energy Resources	Natural Gas	4,420.31
Northern Beverage Distribution	Liquor Store Inventory	993.75
Pepsi Cola of LaCrosse	Liquor Store Inventory	95.50
Schott Distributing Co, Inc.	Liquor Store Inventory	5,442.45
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	110.20
		<u>110.20</u>
		\$ 149,157.02

B. CLAIMS PAYABLE. Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Lemke, to approve the Claims Payable List for April 2011. All members present voted in favor and the motion was declared carried.

ABM Equipment & Supply Inc.	Truck 91 Parts/Repair	3,535.41
Affordable Technology Sol.	Office Supplies	518.25
Airgas North Central	Oxygen / Acetylene	93.94
Alco Discount Store	Adm. Cord. – Ink Cartridge	85.48
Artic Glacier Inc.	Ice	26.20
Baker & Taylor Books	Library – Books	1,432.63
Ben Meadows	Light Dept. – Marking Paint	201.20
Better Homes & Gardens	Library Book	18.43
Caledonia Implement Co.	Skid Loader, Repair Parts	20,024.71
Caledonia Lumber Co, Inc.	Ball Park – Infield, Tree Site Door	572.74
Caledonia Oil Company	Car #19, #18 & #19 Maintenance, FD Gas	245.60
City of Caledonia – Utilities	Electric, Water & Sewer	7,098.89
Credit Bureau Data, Inc.	Utility Collection Fees	29.20
Crystal Canyon / Ecowater	Drinking Water	24.54
Curt & Candy's Hardware Hank	Park Areas – Mower Maintenance	27.78
Davy Engineering	Engineering Fees	16,476.41
Ditch Witch of Minnesota	Light – Overhaul DW Vacuum	10,740.10
ECM Publishers, Inc.	Advertisements	397.10

Farm & Home Publishers	Library – Plat Book	39.20
Fire Hooks Unlimited Inc.	FD - Backpack Repair on Brush Truck	234.53
First Supply	Putty for Manhole Covers	20.13
Gopher State One-Call	Location Notifications	75.70
Green Power Equipment	Repair Parts	39.54
Highsmith	Library – Summer Reading Program	45.14
Hoskins Electric	Light – 2011 Project (Ballfield)	1,794.95
Houston Co. Highway Dept.	Maintenance Salt	5,611.54
Houston Co. Treasurer	April 2011 Fluorescent Bulb Collection	610.93
Ken’s Small Engine	Mower Maintenance Parts	7.99
Kwik Trip Stores	Unleaded, Dare Program Supplies	124.56
Laser Product Technologies	Clerk’s Office – Ink Cartridge	83.26
League of MN Cities Ins. Trust	Claim – Ambulance	1,000.00
Mathy Construction	Street – Maintenance Materials	316.22
Metro Sales, Inc.	PD – Copier Agreement	47.05
Michael J. Morey Appraisals	N. Pine Street Appraisal	300.00
Midwest Tape	Library – DVD(s)	109.16
Mississippi Welders Supply	Oxygen	183.48
Northern Balance & Scale	STP – Service/Calibrate Equipment	288.00
P & H Services	Battery	60.00
PT Welding & Driveshaft	FD – Tower 50 Repairs	1,052.72
QuarterMaster	PD – Office Supplies	8.99
Resco	Inventory	68,892.77
Richard’s Sanitation	Refuse Disposal	171.43
Rippe, Hammell & Murphy	General & Prosecution Matters	5,093.50
Ronco Engineering Sales	Light – Truck 91 Repair	15.16
Roscor Wisconsin	Cable TV – 2 DVD Players	158.50
Schilling Supply Company	Towels, Copy Paper, Bags	357.47
SE Libraries Cooperating	Library – Auto Fees	431.22
Severson Oil Company	Motor Oil	744.73
T & R Service Company	Disposal Fee (Transformers)	1,506.60
Tri-County Electric	Electric Energy, Install Bypass Switch	144,921.06
United Auto Supply, Inc.	Repair Parts, Miscellaneous Items	153.56
Vision Metering, LLC	Light – Misc.	50.00
WWTP MPCA PFA Loan Fund	Loan Payment	3,500.00
Zarnoth Brush Works, Inc.	Street Equipment – Broom Refill	<u>666.90</u>
		\$ 302,376.02

OLD BUSINESS.

A. BATTERY BACKUP FOR POLICE DEPARTMENT SERVER COMPUTER. City Clerk/Administrator Feely explained that discussion took place at the April 25 City Council meeting regarding the need for a battery backup for the Police Department server computer as it was recently discovered directly following a power outage that the server computer was never outfitted with a surge protector and battery backup. Due to concerns associated with losing data and damaging the hard drive during power outages, quotes were obtained for a surge protector and battery backup. A motion was made by Member Fisch, seconded by Member Vick, to authorize the purchase of a battery backup for the police department server computer from Affordable Technology Solutions at a cost of approximately \$419.99. All members present voted in favor and the motion was declared carried.

NEW BUSINESS.

A. **SELECTION OF ENGINEERING FIRM FOR TRAIL EXTENSION PROJECT.** City Clerk/Administrator Feely shared that discussion took place at the April 25 City Council meeting regarding selecting an engineering firm for the proposed trail extension projects. The consensus at that time was to table taking any action until more information could be gathered from WHKS & Co. regarding design and construction related services. Since that time, it was noted that WHKS & Co. submitted a proposal in the amount of \$9,600.00 to perform final design services whereas Yaggy Colby Associates provided a proposal in the amount of \$10,000.00 to perform final design services. It was further noted that the proposal for preliminary design services came in at \$2,800.00 from Yaggy Colby Associates while WHKS & Co. came in at \$4,000.00 for preliminary design services. Mayor Burns stated that both engineering firms meet MnDOT criteria as far as being included on the pre-qualified list for engineering firms. Member Fisch stated that he liked the fact that Yaggy Colby Associates provided a breakdown of costs associated with the preliminary and final design services whereas WHKS & Co. did not. Discussion ensued. A motion was made by Member Fisch, seconded by Member Vick, to hire Yaggy Colby Associates to assist the City with the MnDOT Municipal Solicitation Program submittal process. All members present voted in favor and the motion was declared carried.

B. **HOUSTON COUNTY PUBLIC HEALTH: STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP).** City Clerk/Administrator Feely shared that attached with the agenda was a Letter of Agreement for \$1,500.00 in funding from SHIP for planning and engineering costs associated with the City's proposed trail extension projects. A motion was made by Member Lemke, seconded by Member Vick, to approve signing the SHIP Letter of Agreement and accepting \$1,500.00 to be used for planning and engineering expenses associated with the proposed trail extension projects. All members present voted in favor and the motion was declared carried.

C. **2011 TWINS FIELDS FOR KIDS MATCHING GRANT.** City Clerk/Administrator Feely shared that attached with the agenda was a grant award letter in the amount of \$5,000.00 for a 2011 Twins Fields for Kids matching grant that she filled out and submitted back in March 2011. Feely went on to explain that the City allocated \$10,000.00 in its general fund budget for the ball field project in 2011. In addition, the American Legion Baseball Team agreed to contribute \$3,000.00 towards the project so long as the City spent at least \$10,000.00. A motion was made by Member Fisch, seconded by Member Vick, to accept the \$5,000.00 grant award from the Minnesota Twins Community Fund. All members present voted in favor and the motion was declared carried.

D. **MINNESOTA DEPARTMENT OF HEALTH: SOURCE WATER PROTECTION COMPETITIVE GRANT.** City Clerk/Administrator Feely shared that attached with the agenda was a grant award letter and agreement in the amount of \$10,000.00 from the Minnesota Department of Health for a matching grant that she filled out and submitted back in April 2011. Feely went on to explain that the grant funds will be used to seal the City's Well #4 and Well #5. The City's cost-share portion is \$19,364.00. A motion was made by Member Vick, seconded by Member Murphy, to accept the \$10,000.00 grant from the Minnesota Department of Health in an effort to seal the City's Well #4 and Well #5. All members present voted in favor and the motion was declared carried.

E. **PROPOSAL FOR POOL SCHEMATIC DESIGN.** City Clerk/Administrator Feely shared that attached with the agenda was a proposal from USAquatics in the amount of \$6,000.00 for a preliminary pool schematic design. Feely went on to note that the proposal was based upon USAquatic's site visit and meeting with the Community Pool Steering Committee. Feely stated that there are no funds currently budgeted for this type of assessment. Feely explained that a challenge associated with fundraising is that it is tough to launch a fundraising

campaign until the City has a better idea of how much money is necessary to complete a pool renovation project. Member Fisch stated that incorporating the pool renovation project in phases is important so that we know how much to fundraise for each improvement. Mayor Burns suggested using unreserved funds in Fund 352 to pay for the pool schematic design. Member Murphy stated that funds from the liquor store fund should be transferred to payback the reserve fund. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Fisch, to hire USAquatics to put together a schematic design of the pool based upon the recommendation of the Community Pool Steering Committee. All members present voted in favor and the motion was declared carried.

F. REQUEST FOR REINSTATEMENT FROM FIREFIGHTER. City Clerk/Administrator Feely shared that attached with the agenda was a request for reinstatement from Caledonia firefighter Wally Macomber. Macomber took a leave of absence due to moving away from Caledonia. Now that Macomber has returned to Caledonia, he'd like to be reinstated as a member of the Caledonia Fire Department. A motion was made by Member Lemke, seconded by Mayor Burns, to reinstate Wally Macomber as a member of the Caledonia Fire Department. All members present voted in favor and the motion was declared carried.

G. ADOPTION OF FIRE DEPARTMENT HANDBOOK. City Clerk/Administrator Feely shared that a few months back, she was contacted by the Fire Department concerning language in their existing by-laws and policies and procedures. Upon reviewing the existing by-laws and policies and procedures, it became evident that it was necessary to look into adopting a new departmental handbook. It was further noted that a group of firefighters and Feely met with the city attorney to discuss concerns with the existing language. The consensus at that time was to move forward with adopting a new handbook in an effort to address language that was no longer applicable to the department. Member Murphy cited various concerns with language included in the proposed handbook and stated that he was concerned with repealing all previous policies or directives. Feely stated that the draft handbook was sent to the fire department for review at two of their meetings for review and recommendations as to necessary changes. Member Lemke stated that the handbook was reviewed with the entire department at the first meeting but not the second meeting. The consensus was that Member Lemke, Member Murphy, and Feely would meet to review the draft handbook and discuss possible changes. Member Murphy noted that prior to adoption by the City Council, the draft copy would be sent to the fire department for their review and input.

H. TRI-COUNTY ELECTRIC RATE INCREASE AND POWERPLUS COST OF SERVICE RATE STUDY PROPOSAL. City Clerk/Administrator Feely stated that attached with the agenda was the 2011 electric rate increase, effective May 1, from the City's wholesale electric provider, Tri-County Electric. Feely went on to state that according to Ted Kjos with Tri-County Electric, the wholesale rate increase would average between 3-4% to the City. Feely shared that the last rate study was completed in 2006 and recommended that the City undertake a rate study in 2011 as doing so ensures that the City is effectively and equitably charging each rate class so as to avoid one rate class subsidizing another rate class. Feely reported that at the April 25 City Council meeting, Member Fisch inquired as to whether the City could obtain the spreadsheet used to calculate rates based upon increases received from Tri-County Electric. Per an email response from PowerPlus Engineering, the City could obtain a copy of the spreadsheet upon completion of the rate study to use during years in which a rate study is not undertaken. Discussion ensued. A motion was made by Mayor Burns, seconded by Member Lemke, to approve hiring PowerPlus Engineering at a cost not to exceed \$8,000.00, with the understanding that the City will receive a copy of the spreadsheet used for the rate increase. All members present voted in favor and the motion was declared carried.

I. 800 MHz TRAINING. City Clerk/Administrator Feely shared that attached with the agenda was information received from the Houston County Sheriff's Office regarding Train the Trainer Sessions for operation of the new 800MHz radios. Feely went on to note the Police Chief Kurt Zehnder attended a Train the Trainer session in St. Charles on May 3 and May 4. Zehnder would be sent a PowerPoint shortly in which he would use to train other departments. Discussion ensued regarding sending another employee to the training. City Light Department employee Matt Blocker stated that he was willing to attend the upcoming two-day training on Saturday, May 21 and Sunday, May 22. A motion was made by Mayor Burns, seconded by Member Murphy, to pay Blocker a training wage to attend the two-day training in La Crescent on May 21 and May 22. All members present voted in favor and the motion was declared carried.

J. PART-TIME POLICE OFFICER. City Clerk/Administrator Feely shared that Police Chief Kurt Zehnder informed her that he would be advertising for an additional part-time police officer. No official action was taken.

CLERK'S REPORT.

A. EMPLOYEE TIME RECORD. Attached with the agenda was the Employee Time Record for April 18, 2011 - May 1, 2011. A motion was made by Mayor Burns, seconded by Member Fisch, to approve the Employee Time Record for the period of April 18, 2011-May 1, 2011.

B. POLICE OFFICER ACTIVITY LIST. Attached with the agenda was the Police Officer Activity List for April 2011.

C. ANIMAL CONTROL ACTIVITY LIST. City Clerk/Administrator Feely shared that no animal control activity list was submitted for April 2011.

D. FRIDAY FAX FROM THE LEAGUE OF MINNESOTA CITIES. Attached with the agenda was a Friday Fax from the League of Minnesota Cities.

E. SPECIAL ELECTION. City Clerk/Administrator Feely shared that attached with the agenda was an email received from Houston County Auditor Char Meiners regarding the need for a special election due to the resignation of Houston County Commissioner Bob Augedahl. Member Murphy requested that Feely inquire with Meiners as to how many election judges will be needed.

MISCELLANEOUS. None.

ADJOURNMENT. A motion to adjourn was made at 9:43 p.m. by Member Murphy, seconded by Member Vick. All members present voted in favor and the motion was declared carried. The next regularly scheduled meeting of the City Council is scheduled for Monday, May 23, 2011 at 6:00 p.m. in the Council Room, City Hall.

Jennifer Feely
City Clerk/Administrator

Robert H. Burns
Mayor